



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. November 18th, 2021

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In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Miciela Sahner at 928-213-2930 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

Announcements on changes due to meeting held virtually: No video/camera usage during meeting, microphones should be muted unless called to comment or ask/answer questions. Virtual meeting will be recorded.

I. CALL TO ORDER

Meeting called to order at 1:02 PM

COMMISSION MEMBERS:

Christina Caldwell, Chair, [present](#)
Gail Jackson, Vice Chair, [present](#) – joined at 1:11PM
Jose Alvarado, [not present](#)
Carol Curtis, [present](#)
Michael McGivern, [present](#)
Cal McLoy, [present](#)
David Steiner, [not present](#)

CITY STAFF:

Regina Salas, Council Member, [present](#)
Heidi Hansen, Economic Vitality Director, [present](#)
Barney Helmick, Airport Director, [present](#)
Brian Gall, Airport Programs Manager, [present](#)
Tim Skinner, ARFF/Ops Manager, [not present](#)
Miciela Sahner, Recording Secretary, [present](#)

II. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT

Items presented during the Public Participation/Input portion of the agenda cannot be acted upon by the Commission. Individual members of the Commission may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item has been officially placed on the agenda.

[None](#)

2. ANNOUNCEMENTS

Reconsiderations, Changes to the Agenda, and other Preliminary Announcements.

Informational Item 3. Airport Snow Operations will not be presented this month to the commission, we will postpone that until the next Commission Meeting due to a scheduling conflict with our presenter.

3. APPROVAL OF MINUTES

a. Regular Meeting of October 14th, 2021.

RECOMMENDED ACTION: *Approve the minutes as submitted.*

MOTION:

Commissioner McLoy moved to approve the minutes as submitted. Vice Chair Jackson seconded the motion. Commissioners called to vote – approved unanimously.

4. CITY COUNCIL UPDATES (*Regina Salas*)

- Council has discussed rezoning and is in works for approvals for the Foundations for Senior Living which will provide a total of 146 affordable units; 70 for seniors and 76 multi-family units. This will be in the old Saint Mary's Catholic School downtown.
- Sustainably will be presenting to council their plan to propose some amendments to the regional plan to align with carbon neutrality goals.
- City of Flagstaff Economic Development Yearly Review will happen on November 30th.
- On Councils schedule is also the discussion and potential adoption of the Airport Parking Fee's.
- Lastly City Council will be having a budget retreat in December.

III. **STAFF REPORTS** (*Barney Helmick*)

Commercial enplanements, aviation activity and sale of fuel

Previously, commissioners had requested a monthly update for the Economic Vitality (EV) Division, Director Heidi Hansen will be leading this new report which will be added as a new item for the agenda moving forward, for this meeting Director Barney Helmick has turned over the floor to Director Hanson to cover this before proceeding with staff reports.

- Director Hansen touched on the airports report which will be discussed in further detail during the Staff Report by Director Helmick and the progress of the Airport parking lot.
- EV is continuously working on marketing for the Airport to raise enplanements, unfortunately, Flagstaff is not immune to many of the national issues that airports and airlines have come across due to COVID including lack of pilots and staff and more.
- Most recently we have added a very large static advertisement inside the NAU Skydome that advertises our flights to Phoenix, Dallas and Denver along with Business Discover Grow.

- ParkFlag is still looking for help, they had a lot of interviews and are waiting for final processing for 2 new hires.
- The hours for paid parking have also been updated and they are continuing to expand parking locations in the downtown area.
- Beautification and Arts & Science has been doing continuous work on various murals around town.
- Business Attraction Manager, Jack Fitchett completed his AAED-Pro certification in record time. Mr. Fitchett worked with ECoNA president, Gail Jackson, to attract UACJ Whitehall Industries who will be bringing 150 new jobs to Flagstaff.
- The library continues to provide activity kits to the public and schools.
- Tourism had their annual stakeholder and partner meeting last month.
- The Visitor Center numbers continue to be lower than in previous years although the volume of phone calls is much higher.

The monthly Economic Vitality report touches on many more items than what was presented to the commission for more information and to get on the email list for this report feel free to reach out to the Airport (flyflagstaffaz@flagstaffaz.gov or 928-213-2930) and we can pass along contact information for it.

Director Barney Helmick took over once more and presented the staff reports. We had our highest enplanement month in history for the airport with 14,303 passengers. Our numbers nationally seem to have plateaued at an average of 1.5 million throughout the week and 2 million enplanements on the weekends. United has purchased a flight school they are moving to Goodyear Arizona, and they are planning to put through about 500 flight students a year to help with their pilot shortages. Operations for the October are on average for this time of year. The ramp has been full of corporate traffic over the last few months which is more than we normally see, this is good for our total operations as well as our fuel flow numbers. Fuel flow for October was also a record month.

Commissioner Jackson posed a question on if there is any tie in for Flagstaff with the all the new airport activity down in the valley. Director Helmick responded by letter her know that not at this time, a lot of what has driven this activity like the United flight school is the existing facilities which Flagstaff does not have available. Although we are in discussion with possible builder who could possibly build to suit.

IV. FIXED BASE OPERATOR REPORT (Wiseman Aviation)

General aviation issues, fuel sales and business report.

Wiseman was unavailable to attend the meeting. Director Helmick did respond by informing the commission that much of Wiseman's staff has been working overtime due to the volume of corporate travel. Commissioner Caldwell requested that the Airport reach out to Wiseman in the future if they would not be able to attend so they could get a report to present to the commission their behalf.

V. CARES ACT GRANT UPDATE (Brian Gall)

Most projects have already been discussed with the commission before but the status of where we are with them has changed. We currently have 2 ongoing construction projects that have been started one is the Westplex Hangar and Shade Repairs – Phase I which started on Nov. 8th, the project is on schedule with them already having

completed one hangar worth of roof and doors and another anticipated to be completed by the end of this week. We expect all work with Phase I to be completed in January. The second project is Airfield Maintenance this project is ongoing but has been completed as far as possible for the current weather season; restriping on the runway and taxiway, pavement repairs and electrical repairs have been completed, the remaining project, rubber removal, can only be completed at night due to the airline schedules but it has already gotten to cold to complete this at this time.

A new project has been added under our construction pending list; this is Terminal Maintenance – Phase I, this project is in negotiations with the contractor for a Scope and Fee Proposal, this will address items in the terminal that were identified in our recent facility report, we hope to address the major project in Phase I and minor projects in Phase II.

There are four current projects in the design pending category including 1. Terminal Hold Room Expansion Airline Counter Expansion, 2. Rental Car Parking Lot, 3. Airline Ramp Expansion and Drainage Improvements, and 4. Additional Planned Projects. Additionally we have two other projects that are planned but not yet into the design phase, these include the Premium Parking Lot Improvements and Westplex Hangar and Shade Repairs – Phase II.

VI. INFORMATIONAL ITEMS

1. Airport Then and Now Part I (*Barney Helmick*)

This presentation was created by Director Barney Helmick in order to give a history on the Flagstaff Airport, show the changes and improvements it has undergone from its origins and lead into a future vision for the Airport.

Within the Flagstaff area there have been four different airports or airfields as they had been called. The first was located downtown on or near the Coconino High School Football Field. Then in 1928 a new airport located in Doney Park (Koch Field) was dedicated. From 1930/32- 1946 an Army Air Corp Auxiliary Airfield was located between Locust and Padre Canyon east of Flagstaff. Lastly, in 1948, land at the current Flagstaff Pulliam Airport was deed to the City.

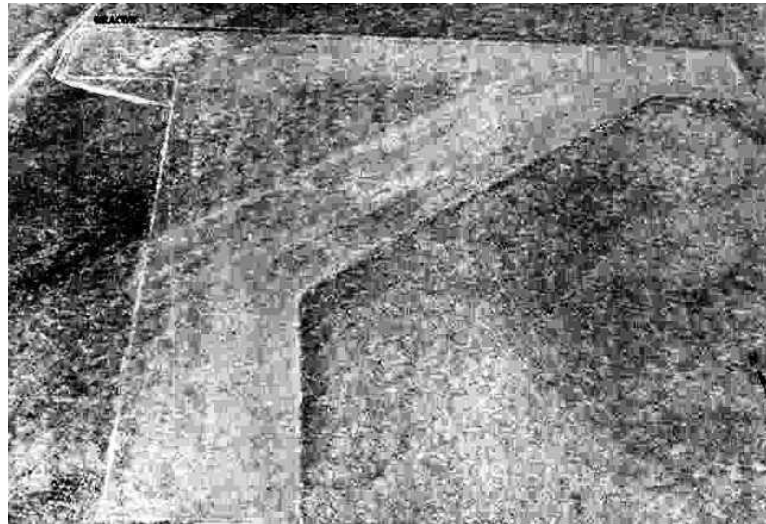
Director Helmick presented the following photographs to the commission of the previously mentioned locations.



This picture is from the 1920's at Koch Field



Dedication ceremony for the Koch Field road.



This is from Winona Aux Field

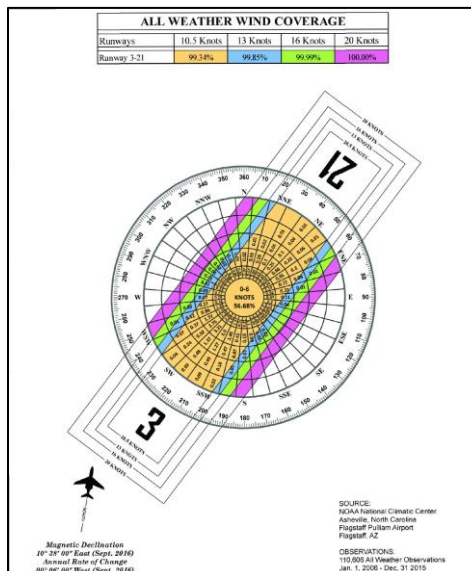




Painting donated to the Airport of the Airport's original terminal building

Airport Manager Francis Shamrell's daughter donated a memoir written by her father to our library collection, that is a great document on airport history in Arizona. Our current location was chosen in 1948 at that time this location did not have any of the current home development in its surrounding area. It is 5.6 miles from City Hall and it is far away from the peaks that is has little impact on the aircraft landing and taking off unlike Koch Field which is a very windy valley with the peaks. Additionally, its proximity to Fort Tuthill was a factor at that time since it was still active with military operations.

Director Helmick presented the commission with a graph to show the wind patterns that we find in our area and show the direct correlation in which the runway was built to work with the data presented by the graph.



Presentation will continue next commission meeting.

2. Parking Lot Update (*Brian Gall*)

Programs Manager, Brian Gall, showed the commission the most up to date pictures of the work and progress of the Airport Parking Lot. Paving has been completed, but there is still landscaping, stripping, and sidewalk installations within the parking lot. Work also continues on the sidewalk between the parking lot and terminal and we expect light poles to be installed in early December.

3. Airport Snow Operations (*Chris Magnan*)

Presentation moved to the next commission meeting.

VII. ADJOURNMENT OF REGULAR MEETING

The Airport Commission will not be held in December due to the holidays; we will come back and meet in the new year on January 13th, 2022.

Commissioner Jackson asked if we at all expect to be returning to in person meetings, Director Helmick responded by reminding the commissioners that we will not be moving to in person meetings until Council has approved it once more, Council-woman Regina Salas also spoke up and informed the commission that she will be bringing that topic up at the next Council meeting and try to get an update on the City's re-entry plan as well.

MOTION:

Vice Chair Jackson motions to adjourn, motion seconded by Commissioner Curtis. Commissioners called to vote – approved unanimously